

Retention and Classification Report

Agency: Department of Alcoholic Beverage Control. Accounting Division
(5)
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Records Officer Sarah Thomson

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|-------|---------------------------------|
| 13857 | Check log book |
| 23674 | Debit memoranda |
| 23713 | Package agency credit memoranda |

AGENCY: Department of Alcoholic Beverage Control. Accounting Division

SERIES: 13857

4

TITLE: Check log book

DATES: 1988-

ARRANGEMENT: Chronological by check date.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series lists all incoming checks payable to the department. The information is used by the auditors to ensure amounts are correct and to verify payment. Information includes payee name as it appears on check, check number, check amount, date received, and check date.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

This disposition is based on both administrative and fiscal requirements. The information is subject to audit within three years. However, the agency wishes to retain the list an additional year past the audit period.

AGENCY: Department of Alcoholic Beverage Control. Accounting Division

SERIES: 13857

TITLE: Check log book

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Alcoholic Beverage Control. Accounting Division

SERIES: 23674

3

TITLE: Debit memoranda

DATES: 1981-

ARRANGEMENT: Numerical by debit memo number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records are used by Alcoholic Beverage Control to debit liquor accounts for unsellable liquor that is destroyed. The debit memoranda is mailed out as an invoice for payment. Information includes debit memo number, day and month, name and address of company, Alcoholic Beverage Control's vender number, code number, description of product, size, quantity, cost, and extended total cost.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

AGENCY: Department of Alcoholic Beverage Control. Accounting Division

SERIES: 23674

TITLE: Debit memoranda

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Alcoholic Beverage Control. Accounting Division

SERIES: 23713

3

TITLE: Package agency credit memoranda

DATES: 1996-

ARRANGEMENT: Numerical by credit memorandum number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are used by Accounting to credit package agency accounts for credit card sales by contract selling agencies as part of their liquor sales. The copy is mailed out and the agency deducts the amount from the next payment. Information includes the credit memo number, date, package agency number, name and address, settlement number, and amount.

RETENTION:

Retain 42 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 18 months and then transfer to State Records Center. Retain in State Records Center for 24 months and then destroy.

APPRAISAL:

Fiscal

AGENCY: Department of Alcoholic Beverage Control. Accounting Division

SERIES: 23713

TITLE: Package agency credit memoranda

(continued)

PRIMARY CLASSIFICATION:

Public